

INSTRUCTIONS FOR COMPLETING THE ONLINE DOI INTERNATIONAL TRAVEL CLERANCE FORM (DI-1175)

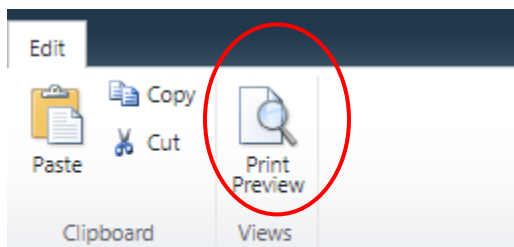
1. Go to the OIA SharePoint site:
<https://spapps.doi.net/programs/OIA/travel/SitePages/Home.aspx>
2. Click “New Foreign Travel DI-1175 Request”
3. Select the travelers Bureau.
4. Fill out the DI-1175 form.

Please note that **each DI-1175 form must have a justification that includes the purpose of travel, why this travel is essential to DOI's mission and U.S. foreign policy, why the traveler is the most appropriate individual for this assignment, and the negative consequences should travel not occur.**

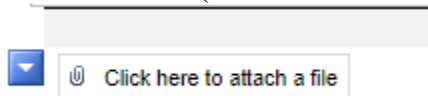
5. Add the appropriate signature boxes for internal bureau approval. If the traveler is a political appointee, add a signature box for DOI's Chief of Staff or Deputy Chief of Staff who will need to sign as well. (Please see the below instructions for how to add a signature box to the form.)
6. Print the form and obtain hard copy signatures.

To Print:

Go to the upper left corner and select “Print Preview,” right click and then select “Print.”



7. Once hard copy signatures have been obtained, scan and attach the signed version as an attachment to the form (scroll down and select “Click here to attach a file.”)




8. Officially submit electrically by clicking, “Submit to bureau international affairs office.”



Submit to bureau international affairs office

INSTRUCTIONS FOR ADDING A SIGNATURE BOX TO THE DI-1175 FORM

1. Scroll down to the section titled “Traveler Certifications” and select the check box that reads “Check this box to add additional bureau signatures.”



Traveler Certifications	
"I HEREBY CERTIFY that the travel proposed is essential and supported by the considerations listed below."	
Travel is limited to the minimum necessary to accomplish the agency's program (41 CFR 301);	Select... *
If required, traveler will issue a report within (10) days of return to be distributed to interested officials to share in the benefits;	Select... *
Annual leave of more than one workday is described here or is attached;	Select... *
Clearance by the US Mission/Embassy has been requested and travel will not occur if the US Mission/Embassy objects;	Select... *
No other Bureau employees to be traveling to this destination at this time;	Select... *
Click here to sign this section	
<input type="checkbox"/> Check this box to add additional bureau signatures	

2. Once you have selected the box a bureau signature box should automatically appear with space for the title, name, and signature of the relevant approver.
3. Please input the title of the relevant approver.
4. Please input the name of the relevant approver by selecting the book icon  and entering the name into the search feature and clicking the magnifying glass icon  . Select the appropriate name and press ok.